

Section 7-9

GRADUATE COURSE TRANSCRIPT REQUESTS

These procedures are for use by DLAMP participants who have successfully completed graduate courses through the original DLAMP consortium universities.

George Mason University (GMU)

Requests for copies of official transcripts can be made in person, or by mailing or faxing an official request. Requests by phone will not be accepted. Requests must contain the following information: name, social security or student ID number, current address and phone number, last date attended, number of copies requested, and the address to which you wish to have them sent. All requests **MUST** carry the signature of the student. Transcripts are free of charge but quantities per request should be limited to twenty.

Transcript requests may be faxed to the Registrar's Office at (703) 993-2465 or mailed to the following address:

George Mason University Registrar's Office

Attn: Transcripts

MS: 3D1

4400 University Drive

Fairfax, VA 22030-4444

Personal copies of official or unofficial GMU transcripts are usually available for same-day service (limit two per visit) by showing a photo ID in the Registrar's Office during business hours. Requests for transcripts going to third parties may be submitted in person but are processed as incoming mail according to the date submitted.

Usually, requests will be honored within two to five working days from receipt, but delays may be experienced at the end of each semester due to high demand. In emergencies, expedited mailing to third parties is available for a substantial shipping fee payable only by credit card. For more information about this service, call the GMU Transcript Division at (703) 993-2429.

Georgetown University

Requests for copies of official transcripts (with Georgetown seal and Registrar's signature) can be made in person, or by mailing or faxing an official request. Requests by phone will not be accepted. Requests must contain the following information: name, birth date, social security or student ID number, current address and phone number, dates

of attendance, number of copies requested, and the address to which the transcript is to be mailed. All requests MUST carry the signature of the student. You should allow two business days for processing by the Registrar's office. Official transcripts will be issued free of charge to all former and current Georgetown students.

You may fax your request to the Registrar at (202) 687-3608, or mail your request to:
University Registrar
Georgetown University
37th and O Streets, NW
Washington, DC 20057-1000

Unofficial transcripts (not officially validated by Registrar's signature or Georgetown seal) are available for student reference. You may request an unofficial transcript in person, with presentation of a picture ID.

George Washington University (GWU)

Requests for copies of official transcripts can be made in person, or by mailing an official request. Requests must contain the following information: name, social security or student ID number, current address and phone number, last date attended, number of copies requested, appropriate payment, and the address to which you wish to have a transcript sent. All requests MUST carry the signature of the student.

You may mail your request to the following address:

The Office of the Registrar
The George Washington University
2121 I Street, N.W., Suite 101
Washington, DC 20052

GWU provides services and charges fees, as follows:

Regular Service (3-5 working days).....	\$5.00
Next Day Service	\$7.50
Same Day Service	\$10.00
Expedited Delivery Fees	
• UPS Next Day (Anywhere in the Continental U.S.).....	\$10.00
• UPS International, U.S. Territories, Hawaii and Alaska	
Call (202) 994-4921 for appropriate fee	

Checks or money orders must be made payable to The George Washington University.

Unofficial transcripts may be requested in person at the Registrar's Office by presenting a valid student identification card or via a written, signed request. There is no charge for a single unofficial transcript obtained in person; additional copies are available for \$1.00 each. Unofficial transcripts sent by mail are subject to the same fees as official transcripts.

You may review your unofficial transcript on-line via GWeb. If you are not a current student and need assistance with the login procedure, you should call (202) 994-4905.

University Of Connecticut (UConn)

Requests for copies of official transcripts can be made in person, or by mailing or faxing an official request. Requests must contain the following information: name, social security or student ID number, current address, daytime phone number, last date attended, number of copies requested, and the address to which you wish to have the transcript sent. All requests MUST carry the signature of the student.

Your request may be faxed to (860) 486-4199, or mailed to the following address:

University of Connecticut
Office of the Registrar
Wilbur Cross Building
U-4077T
Storrs, CT 06269-4077

Unofficial transcripts may be requested from the Registrar's Office via fax at (860) 486-4199 and must contain the information listed above for official transcripts. You may also request an unofficial transcript in person, by presenting a valid photo ID card.

Transcripts are issued free of charge. Requests are processed in the order in which they are received in one to five business days. Transcripts are mailed ONLY by U.S. Postal Service first class mail or Express Mail/Priority Mail. Students needing expedited service should include a pre-paid and pre-addressed Express Mail/Priority Mail envelope with their request.

University Of Massachusetts (UMASS)

Requests for copies of official transcripts can be made in person, or by mailing an official request. Requests must contain the following information: name, social security or student ID number, current address, daytime phone number, last date attended, number of copies requested, appropriate payment, and the address to which you wish to have the

transcript sent. The student should indicate whether the transcript must be enclosed in a signed and sealed envelope. All requests **MUST** carry the signature of the student and be mailed to the following address:

Graduate Records Office
534 Goodell Building
Box 33292
University of Massachusetts
Amherst, MA 01003-3292

The first transcript provided by the Graduate School is issued free of charge. Subsequent transcripts require a fee of \$4.00 in the form of a check or money order made payable to the University of Massachusetts.

Transcripts are sent via first class mail approximately 2 to 3 working days after receipt of a written request. Transcripts may be sent the following day via Express Mail for an additional charge (if request and payment are received before 3:00 p.m.). Requests may also be faxed to the Graduate School.

Unofficial transcripts may be requested from the Registrar's Office; the request must contain identical information to that required for official transcripts.